

ADMINISTRATIVE POLICY
SCOFIELD RESIDENTIAL OWNERS ASSOCIATION, INC.

[Regarding Common Area Repairs]

Document reference. Reference is hereby made to that certain Scotfield Residential Area Declaration of Covenants, Conditions and Restrictions, filed at Vol. 11863, Pg. 1146, of the Official Public Records of Travis County, Texas (together with all amendments and supplements, the "**Declaration**").

Reference is further made to those certain Bylaws of Scotfield Residential Owners Association, Inc., filed as Document No. 2007073244 in the Official Public Records of Travis County, Texas (together with all amendments and supplements, the "**Bylaws**").

Reference is further made to that certain Amendment to the Rules and Regulations of Scotfield Residential Owners Association, Inc., filed as Document No. 2012002151, and to the "Scotfield Residential Owners Association, Inc. Covenant Enforcement and Fining Policy," attached as Exhibit "A" to those certain Amended and Restated Rules and Regulations of Scotfield Residential Owners Association, Inc., filed as Document No. 2012096592, the surveillance camera rules recorded in document no. 2013022607; the fence rule recorded in document no. 2013022600; and the WiFi Rule recorded in document no. 2013085588, all of the Official Public Records of Travis County, Texas (cumulatively and together with any amendments and supplements, the "**Rules**").

The Declaration provides that persons owning lots subject to the Declaration are automatically made members of Scotfield Residential Owners Association, Inc. (the "**Association**" or "**HOA**");

The Association, acting through its board of directors (the "**Board**"), wishes to enact the policy outlined below as the policy for the administration and approval of repairs to Common Areas:

The following policy is hereby adopted:

(1) For emergency repairs, manager or any board member may authorize. For emergency repairs, defined as those perceived to be necessary to prevent possible or further damage to persons or property, the association manager or any board member is preauthorized to approve and perform (cause to be performed) such work. Board members, before carrying out an emergency repair, must attempt to contact the managing agent. Ideally the managing agent should coordinate all repairs, but in all emergency situations it is recognized that this may not always be possible.

(2) Non-emergency repairs under \$500, manager or President may authorize. For non-emergency repairs estimated to be under \$500, the manager is preauthorized to approve and perform (or cause to be performed) such work. Additionally, the President is preauthorized to approve repairs of this type and direct the manager to cause them to be performed. A majority vote of the board may also approve such repairs.

(3) Non-emergency repairs over \$500, President may authorize. For non-emergency repairs estimated to be over \$500, the President of the board is authorized to approve repairs of this type and direct the manager to cause them to be performed. A majority vote of the board may also approve such repairs.

(4) General expenditures (not related to repair, e.g. food for Association functions) of under \$500 may be authorized by the Association President.

(5) Pre-budgeted expenditures (of any dollar amount) may be authorized by the President.

(6) New improvements, or unbudgeted expenditures not falling into categories (1)-(4) above, require board approval. New improvements (not repair, replacement or maintenance of an existing item, but construction of a new item not previously in place) and unbudgeted expenditures not falling into categories (1)-(4) above require majority vote of the board except when necessary to comply with applicable law, in which case the President may approve such improvements.

Failure to follow the procedure outlined herein shall not affect the association's obligation to pay a service provider providing services in good faith, or impose an obligation on the association to "un-do" any work not properly authorized. However any known violation of this policy must be documented in the minutes, and may be considered as grounds to remove an officer violating the policy from his office. If the board by majority vote of disinterested

members finds that a director acted in bad faith in violation of this policy, this shall also be recorded in the minutes of the association, and the association shall consult with its legal counsel as to any appropriate legal remedies.

APPROVED and ADOPTED the 29 day of July, 2013.

SCOFIELD RESIDENTIAL OWNERS ASSOCIATION, INC.

Acting by and through its Board of Directors

SIGNATURE: Paul Maine
NAME: Paul Maine
TITLE: President

Acknowledgement

STATE OF TEXAS §

COUNTY OF Travis §

This instrument was acknowledged before me on the 29 day of July, 2013, by Paul Maine in the capacity stated above.

Sarah M. Demattos
Notary Public, State of Texas



Fileserver:CLIENTS:Scofield Residential:RuleRepairAuthorization7-13.doc

After recording, please return to:

Niemann & Heyer, L.L.P.
Attorneys At Law
Westgate Building, Suite 313
1122 Colorado Street
Austin, Texas 78701



**FILED AND RECORDED
OFFICIAL PUBLIC RECORDS**

Dana Debeauvoir

DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

August 01 2013 03:55 PM

FEE: \$ 20.00 2013144264